

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Assistant for Information, DD/A  
 Rm 7C18  
 Hqs

EXTENSION

NO.

DATE

26 AUG 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Office of Logistics  
 Rm 1206, Ames Bldg.

26 AUG 1975

Attached is the Office of Logistics portion of the initial "DD/A Almanac" which was prepared in December 1974 at the request of the DD/A for his and the ADD/A's use. The purpose of the Almanac is to have useful information about the Administration Directorate immediately available.

We would like to update all the information, with the plan that this second Almanac will be more concise and "polished". The material is forwarded to you for your review and revision, with the following objectives:

1. ensure accuracy, continuity, and clarity of format and contents (abbreviations should be identified the first time used);

2. delete all information not now pertinent;

3. add appropriate information; and,

4. include a date and the proper classification on each document (use discretion concerning inclusion of page numbers and tabs).

It would be appreciated if we could receive your revision by 30 September 1975. Suggest you retain a copy of the material which you send us.

25X1A

Att

Extension to 15 OCT 75  
 per telegram with 25X1A

Statistical Briefing Book\*

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\* Revised February 1975

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25X1

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<div data-bbox="284 430 592 535" style="border: 1px solid black; width: 190px; height: 50px; display: inline-block;"></div> .....	7-11
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PERSONNEL DATA

FY 75 (Continued)

23 October 74

Organizational Changes and Realignment of  
Positions --- No Change in Total Positions

P&PS - Renamed "Information Processing Branch" to  
to "ADP Brnach" to be responsible for management  
and operation of Data Access Center (DAC) in Ames  
Bldg and train/develop input operators for assign-  
ment to DAC and remote terminals in PD and SD/CD

ISD - Reinstated GS-07 Admin Serv Asst position re-  
sponsible for financial and bookkeeping functions  
of Executive Dining Room

PSD - Miscellaneous upgradings with compensating  
downgradings

SD - Reestablished quick reaction purchase facility  
in CD (Small Purchases Branch) similar to former  
Special Projects Branch abolished in May 72

15 January 75

Gain:

Transfer of Contract Support Asst position,  
ceiling, and incumbent [redacted] from  
DDS&T/OD&E/Contracts Staff to DDA/OL/SD/CD/  
Small Purchases Branch

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OFFICE OF LOGISTICS BUDGET  
AND  
PROPERTY PROCUREMENT ACCOUNTS

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Each component should define mission and function in manner shown below. It should be first item of each division's input

RESPONSIBILITIES

use Resource Package  
descriptions from  
FY-75  
Program Call

Logistics Services Division is the focal point for:

- a. Administrative supplies and equipment
- b. Local passenger transportation and vehicular maintenance
- c. Mail and courier service
- d. Pneumatic tube system
- e. Building and grounds maintenance
- f. Classified waste disposal
- g. Emergency control center and snow removal
- h. Space planning, design and allocation
- i. Move planning and management
- j. Parking areas -- Headquarters
- k. Executive dining
- l. Day to day liaison with GSA Group Forces, GSI, and vending machine companies
- m. Miscellaneous, i.e., Youth Opportunity Campaign Program; Auditorium (scheduling, equipment, projection technician)
- n. Overseeing cafeteria operations

*retain, revise and update - each Division should provide similar data on significant production facts.*

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LOGISTICS SERVICES DIVISION

*Agree  
no other  
have them*

FY 1972      FY 1973      FY 1974      FY 1975

1. Statistics:

a. Bus & Motor  
Pool Passen-  
gers

25X9

b. Courier Runs  
(Regular &  
Special)

27,601      26,388      22,488      10,097

c.

25X1A

d. Work Orders  
Completed

1,839      2,854      2,452      1,075

e. Supplies  
Issued

Daily:	\$3,319	\$3,731.09	\$4,127	\$4,374
Expendable	\$2,250	\$2,404.24	\$3,561	\$4,027
Non-expend- able	\$1,069	\$1,326.85	\$ 566	\$ 347

f. Carpets  
Installed  
(sq.yds.) New  
Replacement

15,115	10,406	2,994	5,987
6,470	6,105	2,467	4,743
8,645	4,301	527	1,244

g. U.S. Incoming  
Mail (no. of  
pieces)

474,541      412,983      344,472      199,681

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see previous page

10 February 1975

AGENCY LOCATIONS IN  
METROPOLITAN WASHINGTON

Responsibilities of Logistics Services Division

<u>Location</u>	<u>Net Square Footage</u>
1. Headquarters Building	1,030,514
2. Printing Services Building	50,838
3. Headquarters Garage	13,878
4. Ames Center Building, Rosslyn	126,020
5. Key Building, Rosslyn	106,768
6. Magazine Building, Rosslyn	75,915
7. Chamber of Commerce, Arlington, Va.	100,430
8. Central Building, 2430 E. St.	19,030
9. East Building, 2430 E. St.	8,497
10. South Building, 2430 E. St.	43,953
	16,065
	4,500
	291,523
	274,688
	38,945
	11,476
	19,473
	13,848
	2,500
	41,289
	10,177
TOTALS	2,300,327

NOTE: The above figures were extracted from 2 January 1975 CRAMS.

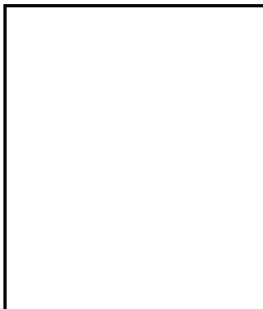
\* [ ] not in CRAMS, verified by RECD/OL  
\*\* Includes acquisition of 6th floor space currently under construction.

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*08/01/75*  
January 1975

Metropolitan Area Space by Component

DCI	-	
DD/I	-	
DD/O	-	
DD/A	-	
DD/S&T	-	

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Note: The above figures reflect gross square footage assignments by components as reflected in the 2 January 1975 CRAMS Report.

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OFFICE OF LOGISTICS

PRINTING SERVICES DIVISION

2/7/75

1. Printing Plants:

New Main Plant	50,725 sq. ft.	(Main Printing Plant)
Hqs. Ground Floor	5,890 sq. ft.	(General Printing Plant)
Hqs. Seventh Floor	2,508 sq. ft.	(Special Printing Plant)
Hqs. Ground Floor	2,489 sq. ft.	(Graphics & Visual Aids)

2. Equipment on Hand: FY 74 - 2.88 million

Replacement Schedule

1974 - \$ 161,225  
 1975 - \$ 504,000  
 1976 - 1979 - \$ 352,000 Annual Average

3. EPIC - Electronic Processing of Intelligence Composition

Computer-Assisted Photocomposition

Current Use - Since the National Intelligence Survey has been phased out, other applications have been made of the EPIC system and now includes a significant number of DDI and DDS&T type publications. However, PSD is in the process of procuring systems which will obsolete the EPIC system. (See Paragraph 6)

<u>Statistics</u>	<u>FY 1973</u>	<u>FY 1974</u>	<u>1/2 FY 1975</u>
a. Printed Impressions	102,523,876	89,124,600	38,648,909
Plates Made	187,810	190,792	102,128
Microfilm Exposures	3,125,000	3,148,000	3,260,352
Photo Processing	795,289	794,000	438,448



b. Printed Impressions by Plant Facility for 1/2 FY 1975

	<u>Number</u>	<u>Percentage</u>
General Printing Plant	6,656,999	17
Special Printing Plant	9,175,265	24
Main Printing Plant	<u>22,816,645</u>	<u>59</u>
Total:	38,648,909	100

5. PSD Printing and Photographic Capabilities:

"Customized Printing and Photographic Services" -- PSD has a wide range of highly skilled craftsmen and the equipment necessary to fulfill the Agency's present requirements in typesetting, letterpress, offset printing and all phases of photography.

6. Programmed Acquisitions (FY 1975): January - June

	<u>Cost</u>
a. High speed computer-assisted photocomposer to support the <span style="border: 1px solid black; display: inline-block; width: 200px; height: 1.2em; vertical-align: middle;"></span>	\$160,000
b. A computer driven automated text editing and composition system.	180,000
c. One Davidson Perfector offset press with roll converter	17,000

7. Future Requirements:

- a. Warehouse adjacent to PSD Main Printing Plant.
- b. A centralized Xerox 1200 computer printing system.

STATSPEC

- c. Full implementation of a Management Information System (MIS).
- d. Expand micrographic capabilities through the acquisition of more sophisticated equipment and the staffing of a second shift.
- e. High speed envelope press.

8. Miscellaneous Notes:

Over 380 tons of 200 kinds of paper are used each year.

PSD provides on-site technical support to Headquarters and field components in all phases of micrographics.

*out*  
*Agree*

DISTRIBUTION OF POSITIONS BY FUNCTION

DECEMBER 1974

FUNCTIONAL TITLE

NUMBER

1. Division Management and Administration
2. Main Printing Plant Operations
3. Photographic Laboratory
4. Plant Services
5. General Printing Plant Operations
6. Special Printing Plant Operations
7. Graphic Services

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TOTAL

STATSPEC

\* Includes  positions

NOTE:

There are approximately 37 different skills, such as compositors, pressmen, bookbinders, photographers, etc., in the various operating units of the Printing Services Division.

PRINTING SERVICES DIVISION, OL

QUESTIONS: Are there programs being considered which will provide better services and more production with present facilities and staffing?

ANSWERS : (1) Agency publishers are emphasizing more speed in the production of all publication as a routine policy. In order to be more responsive to the publishers need, the feasibility of a third shift for the main plant is under study. Also, several items of equipment are under consideration as a method of satisfying these requirements.

(2) The increased use of process color illustration in Agency publications has exceeded the effective capabilities of the present equipment. Methods of automating essential processes are being investigated, looking toward acquisition of the proper equipment ( especially a color enlarger or a scanner for screen separation) to meet present and future process color requirements. Also, the proper equipment will reduce PSD costs and production through-put time.

(3) A method whereby Agency publishers can interact with a computer assisted text-editing photographic composing system in Headquarters Building is being developed. With reduced staffing complement already experienced in both PSD and publication branches, automation for input, formatting

and page layout will permit PSD to continue to meet expanding production requirements.

(4) PSD emphasizes the importance of keeping abreast of technological advances in the printing industry through study of trade journals, participation in industry-wide professional and trade seminars, visits to other printing establishments, visits to manufacturing firms, and evaluation of new equipment presented in trade shows and private showings. Specific programs are developed for exploitation of new techniques and equipment whenever they represent any improvement in existing practices and justified by Agency printing requirements.

QUESTIONS: Please relate the state of Agency printing and photographic capabilities with that of GPO and large commercial facilities?

ANSWERS : The CIA's printing and photographic technology compares favorably with that of the GPO and large private commercial plants. The Agency facility is more responsive in terms of speed and versatility than either GPO or most commercial operations due mainly to PSD's mission and policy of providing high quality products with fast turn around time as a support function to a captive (security) customer. Since Agency components have no alternative other than PSD in obtaining classified printing, PSD must be in a position to meet different requirements which originate throughout the Agency. PSD printing and photographic functions cover the entire printing and photographic spectrum including letterpress and offset printing, computer-assisted

photo-typesetting, and a complete photographic and motion picture capability. This array of functions operating as an integrated unit is not available at GPO or any known commercial facility. As to the technical qualifications of PSD employees, there are many who have spent a lifetime in the industry and who have acquired a reputation as experts in fields such as; computer-assisted photo typesetting, hyphenless justification and composing, micrographics, and continuous tone offset printing. As an adjunct to this, PSD has a staff of printing/photography specialists whose function is to provide management with the data necessary to assure that PSD is taking advantage of the current state of the art.

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PART IV PROCUREMENT METHODS

25X1 1. Requirements and availability of necessary funds are established by operational and technical components, or by Supply Division of OL based on experience of issues from stocks. The following methods of procurement are employed, based upon [ ] requirements, complexity of contract negotiation, dollar value, and physical location of the vendor:

- a. Overt Agency order/contracts
- b. Classified order/contracts denying Agency interest
- c. Over the counter purchases
- 25X1A d. Purchases [ ]
- e. Orders placed on military stocks (MILSTRIP) and on GSA stocks (FEDSTRIP)

[ ]

25X1

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[ ]

2. Authority to procure non-stock and low dollar value items through Imprest Funds is delegated to appropriate locations throughout the Agency. Other requests to exceed procurement authority established by regulation, or on a one-time basis, are considered and coordinated by the Procurement Division or the Director of Logistics.

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OFFICE OF LOGISTICS

REAL ESTATE AND CONSTRUCTION DIVISION

*retain, simplify  
break down into  
one liners,  
statistical data  
Oger*

A. GENERAL

1. The Division provides technical guidance and support in the (a) acquisition of real property by construction, purchase, lease, or assignment, and (b) maintenance, modification, and disposal of real property, including

25X1C [ ] With the establishment of the OL Building Planning Staff (BPS) in June 1972, the Division's scope of activities has been enlarged to include BPS activities such as long-range planning for new facilities, development of Headquarters Master Plan, liaison with National Capital Planning Commission, etc. Present BPS objectives involve the recruitment of five professional engineers and architects to address and develop the necessary programming and implementation of a new building program at the Headquarters site.

2. Engineers and realty officers are trained under the project officer concept. They have a key responsibility to ensure that projects are executed economically and on a timely schedule consistent with operational needs of the user and in conformance with regulations and pertinent procurement policies. Three engineering students are being utilized by the Division under the Co-op Program; one is assigned to the Headquarters Engineering Branch, and two are assigned to the Field Engineering Branch.

3. The Division is prepared to execute customer requirements through in-



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25X1 4. In addition to the Division personnel stationed overseas, assistance from Headquarters is supplied upon request, amounting to 529 man-days to overseas [ ] locations in calendar year 1974. (437 man-days were provided for overseas support [ ] 25X1

25X1 [ ]

5. The Division is continuing its efforts in evaluating and monitoring pollution abatement requirements and initiating corrective actions that are feasible. A Logistics Instruction (LI 46-16) has been written entitled "National Environmental Policy Act Proposed Procedures for Implementation." The LI was published in the Federal Register, Vol. 38, No. 220 - Thursday, 15 November 1973. Its publication, in effect, invites comments from other Government agencies and the public. Subparagraph 3b cites the responsibilities of the Division in the implementation program.

6. Major joint CIA-GSA addition, modification, and utilities system projects recently completed or underway at the Headquarters compound include:

- |  |                |
|--|----------------|
| a. Emergency Power Generators - 2,500 and 250 Kilovatt with associated mimic bus | \$1,000,000    |
| b. Expansion of Electrical Equipment in B Vault                                  | 918,000 (est.) |
| c. Third Chiller for Carrier Room  | 450,000        |
| d. Uninterruptible Power System + Batteries + Installation for OJCS, OC, ISG/IP  | 710,000        |
| e. Utility Status Panels for OJCS  | 30,000         |
| f. HVAC Study & Improvements, Utilities Systems Reliability Study                | 463,000        |
| g. Headquarters Garage   | 1,284,000      |
| h. [ ]   | 415,000        |
| i. New Computer Room (Project ORACLE)  | 180,000        |

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7. Major construction programs [ ] that are in the planning stage and have not been funded to date:

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25X1A a. [ ] Plan for Future Facilities Cost Not Developed  
25X1A b. [ ] Master Plan for Future Facilities \$8,482,000

8. Status reports on design and construction are received by the Division from the following sources:

25X1A

[ ]

Quarterly

On Demand

On Demand

Quarterly

Quarterly

On Demand

Monthly

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Ad hoc reports are received from various other stations such as [ ] Office of Communications, Office of ELINT facilities [ ] etc.

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9. Design and Construction Projects as of 31 December 1974.\*

Number

25X1A

[ ]

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[ ]

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## PROGRESS SUMMARY

## MAJOR OL/RECD PROJEC

31 December 1974

Headquarters Complex

Page 1 of 2

2-CC/RECD  
1-RECD File Unit

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ COST (DES. & CONS)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Expansion, Electrical Vault "B" DDA/OL	\$535,000	GSA	\$918,000	March 75 (Estimated)	April 76 (Estimated)
OJCS, CC, & ISG/IP UPS System DDA/OL	\$470,000	HEB	\$470,000	June 74	March 76
Headquarters Garage 25X1 DDA/OL	\$1,284,000	GSA	\$1,284,000	April 73	May 75 (Estimated)
<div style="border: 1px solid black; width: 100px; height: 20px;"></div> DDA/OL	\$415,000	GSA	\$415,000	January 75	October 75
Headquarters HVAC Study and Improvements DDA/OL	\$463,000	GSA	\$564,000	June 72	June 75 (Estimated)
Cooling Tower Modifications DDA/OL	\$25,000	GSA	\$25,000	February 75	April 75
C Vault Expansion DDA/OL	Planned	GSA	\$500,000 (Unfunded)	Indefinite	December 76 (Desired)
UPS Battery	\$130,000	Agency	\$130,000	October 74	January 76

cc/RECD  
RECD Unit

PROGRESS SUMMARY MAJOR RECD PROJECTS

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31 December 1974

Headquarters Complex

Page 2 of 4

PROJECT TITLE, LOCATION & SPONSOR	PROJ. APPVL AMOUNT	DESIGN & CONSTRUCTION AGENCY	EST. PROJ COST (DES. & CONS)	CONSTRUCTION SCHEDULE	
				START AUTH.	COMPLETION
Project SAFE Installation of Specialized Computer Facility DDA/OL	Planned	GSA/CIA	\$2,188,150	Indefinite	Indefinite
Utility Tunnel DDA/OL	Planned	GSA/CIA	\$1 - 2 Million	Indefinite	Indefinite
SD Sprinkler System DDA/OL	GSA Funds	GSA	\$115,000	September 74	March 75
Data Grid Installation Under Value Engineering Contract DDA/OL	NA (Ongoing Cont.)	CIA	\$60,000	January 71	Ongoing
at. I HVAC DDA/OL	\$67,766	GSA	\$67,766	June 72	May 75
Powerhouse - Mimic Bus DDA/OL	\$171,975	GSA	\$171,975	March 70	October 75
PS Installation DDA/OL	\$110,000	HEB	\$152,000	September 74	January 76

## PROGRESS SUMMARY

## MAJOR OL/RECD. PROJEC

31 December 1974

Metropolitan Area  
(Except Headquarters Complex)1-00/100  
2-00/1000  
1-RECD File UnitPROJECT TITLE,  
LOCATION & SPONSORPROJ. APPVL  
AMOUNTDESIGN &  
CONSTRUCTION  
AGENCYEST. PROJ  
COST  
(DES. & CONS)CONSTRUCTION SCHEDULE  
START AUTH. COMPLETION[Redacted] 25X1A  
Relocation of OTS  
OTS/DDS&T

None

CIA

\$80,000

November 73

June 75

Key Building - 11th Floor  
Mini Computer Installation

\$117,500

GSA

\$117,000

December 74

June 75

STATSPEC [Redacted]

[Redacted] 6th Floor 25X1A  
Renovation of USGS Space  
NPIC/DDS&T\$100,000  
(Design Only)

GSA

\$3,768,000

January 75

July 76



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Energy Conservation Program  
Headquarters Building Compound

Overall Reduction in Kilowatt Hours

	<u>KW Hours FY 1973</u>	<u>KW Hours FY 1974</u>	<u>Percent Reduction in FY 1973</u>	<u>KW Hours FY 1975</u>	<u>Percent Reduction From FY 1973</u>
First Quarter	28,050,500	26,191,900	6.6	19,579,400	30.0
Second Quarter	20,878,800	16,988,600	18.6	14,981,100	28.2
Third Quarter	17,926,200	13,806,600	23.0		
Fourth Quarter	21,940,200	17,236,500	21.4		
Total Reduction	88,795,700	74,223,600	16.4		

Lighting Fixtures Eliminated

	<u>Total Lights</u>	<u>Eliminated</u>	<u>Percent Reduction</u>
Headquarters	38,466	9,598	25.0
PSD Building	1,004	292	29.1
Total Reduction	39,470	9,890	25.1

Overall Reduction in Fuel-Oil Consumption

	<u>Gallons FY 1973</u>	<u>Gallons FY 1974</u>	<u>Percent Reduction in FY 1973</u>	<u>Gallons FY 1975</u>	<u>Percent Reduction From FY 1973</u>
First Quarter	362,337	313,890	13.4	182,680	49.6
Second Quarter	680,389	475,980	30.0	249,446	63.3
Third Quarter	802,023	508,640	36.6		
Fourth Quarter	381,141	282,050	26.0		
Total Reduction	2,225,890	1,580,560	29.0		

This is an LSD report

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